

# **STATE PERSONNEL BOARD CALENDAR**



**MARCH 8, 2006**

**SACRAMENTO**

# State of California

## Memorandum

**DATE:** February 24, 2006

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the **March 8, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on March 8, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4<sup>th</sup> Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the March 8, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.



Allison Sanjo  
Secretariat's Office  
Attachment



**CALIFORNIA STATE PERSONNEL BOARD**

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



**CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, California, Room 150  
Teleconference – 320 West 4<sup>th</sup> Street<sup>2</sup>  
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall  
Sacramento, California, Room 141  
Teleconference – 320 West 4<sup>th</sup> Street  
Los Angeles, California Suite 620

**FULL BOARD MEETING – MARCH 8, 2006**

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<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

<sup>2</sup>Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4<sup>th</sup> Street, Los Angeles, California.

**FULL BOARD MEETING AGENDA<sup>3</sup>**

**MARCH 8, 2006**

9:00 a.m. – 4:30 p.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:45 a.m.)**

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)**
  - **DPA Representative(s)**
4. **REPORT ON THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**
  - **Maeley Tom**
5. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
6. **NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

7. **REPORT ON LEGISLATION – Sherry Hicks**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

**(9:45 a.m. – 10:15 a.m.)**

8. **ORAL ARGUMENT**

Oral argument in the matter of **RONALD FRANKLYN, CASE NO. 05-2105A**  
Appeal from 20 working days suspension. Officer. California Highway Patrol.

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<sup>3</sup> The Agenda for the Board can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**(10:15 a.m. – 10:45 a.m.)**

**9. ORAL ARGUMENT**

Oral argument in the matter of **ERNEST PITMAN, CASE NO. 05-1591A**  
Appeal from dismissal. Motor Vehicle Field Representative. Department of Motor Vehicles.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(10:45 a.m. – 11:00 a.m.)**

**10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(11:00 a.m. – 11:30 a.m.)**

**11. ORAL ARGUMENT**

Oral argument in the matter of **RICHARD QUADRELLI, CASE NO. 05-1039A**  
Appeal from dismissal. Caltrans Maintenance Supervisor. Department of Transportation.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(11:30 a.m. – 12:00 p.m.)**

**12. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**13. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

**14. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

State Personnel Board v. Department of Personnel Administration,  
California Supreme Court Case No. S119498.

State Personnel Board v. California State Employees Association,  
California Supreme Court Case No. S122058.

Connerly v. State Personnel Board, California Supreme Court,  
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,  
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

State Compensation Ins. Fund v. State Personnel Board/CSEA,  
Sacramento Superior Court No. 04CS00049.

SEIU Local 1000 (CSEA) v. State Personnel Board,  
Sacramento Superior Court No. 05CS00374.

The Copley Press, Inc. v. San Diego Superior Court,  
California Supreme Court No. S128603.

Union of American Physicians and Dentists v. Department of Corrections, et al.,  
United States District Court, Northern District of California.

**15. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature.  
[Government Code section 18653.]

**16. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor.  
[Government Code section 18653.]

**LUNCH**

**(12:00 p.m. – 1:00 p.m.)**

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(1:00 p.m. – 2:00 p.m.)**

**17. INFORMATIONAL BRIEFING – PANDEMIC INFLUENZA**

- **California State Personnel Board Staff**
- **Department of Health Services Staff**
- **Department of Personnel Administration Staff**

The primary topic of discussion will be the Avian Flu Preparedness and Response.

**(2:00 p.m. – 2:30 p.m.)**

**18. SELECTION ANALYST CERTIFICATE PRESENTATIONS**

- **Sue Williams, California State Personnel Board**

Elena Apodaca  
John Barlow  
Donna Barr  
Ronald Brent  
Daniel Connor  
Terri Deane  
Rosmaire Duffy  
Susan Gehrman

Michelle Gomez  
Ricardo Gonzales  
Paula Graves  
Maria Hernandez  
Marianne Hoke  
Rosie Jauregui  
Kristie Joyce  
Maria Luna

Jacob Miller  
Rona Murray  
Louise Norton  
Dave Spring  
Matthew Velasquez  
ToShawne Williams  
Cheryl Wolcott

**BREAK**

**(2:30 p.m. – 2:45 p.m.)**

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(2:45 p.m. – 3:30 p.m.)**

**19. INFORMATIONAL BRIEFING – STATE PERSONNEL BOARD EMPLOYEE SURVEY RESULTS - California State Personnel Board Staff**

A presentation on the overall findings of the State Personnel Board Employee Survey conducted by FranklinCovey in November 2005. This will include a discussion of the areas of improvement and areas of strength as identified by the tool.

**(3:30 p.m. – 3:45 p.m.)**

**20. STATE PERSONNEL BOARD STRATEGIC OBJECTIVE UPDATE  
- Mary Fernandez, California State Personnel Board**

An update on the State Personnel Board Strategic Objective regarding the "development of a program to hire college graduates and current student assistants." Staff has had initial discussions with CalEPA, CAPS, PECG, and some universities regarding the development of a pilot internship program. Staff will share the presentation made to the CalEPA Agency Executive Staff and agreed next steps.

**(3:45 p.m. – 4:00 p.m.)**

**21. COMPLIANCE WITH GOVERNMENT CODE SECTION 19797**

- **California Student Aid Commission**
- **State Council on Developmental Disabilities**

The Directors of the California Student Aid Commission and the State Council on Developmental Disabilities will present information regarding their respective compliance with Government Code section 19797 which requires all state departments to submit an annual equal employment opportunity analysis of all job categories and levels within the department, including explanations and specific actions for removing any non-job-related employment barriers.



**(4:00 p.m. – Onwards)**

- 22. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF MARCH 21, 2006, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

- 23. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF FEBRUARY 7, 2006**
- 24. EVIDENTIARY CASES - (See Case Listings on Page 11-15)**
- 25. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda Page 18-19)**
- 26. NON-EVIDENTIARY CASES - (See Case Listings on Page 15-16)**
- 27. NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act

on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. Board items presented by State Personnel Board or Department of Personnel Administration to establish, revise or abolish classifications, alternate range criteria, etc.**

**CHIEF, FOOD AND DRUG BRANCH**

The Department of Health Services proposes changes to the Minimum Qualifications for the classification Chief, Food and Drug Branch including: adding an additional promotional pattern; updating the class title in Pattern I; and adding standardized language to the specification.

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes.

<b>Title</b>	<b>Class Code</b>
California Indian Housing Representative II	5774
California Indian Housing Representative I	5773
California Indian Housing Manager II	5858
California Indian Housing Manager I	5862
Chief Counsel Department of General Services C.E.A.	5933
Supervising Executive Residence Housekeeper, Department of General Services	2050
Folk Arts Specialist	5492
Financial Management Auditor III	4138
Financial Management Auditor II	4139
Lottery Retailer Services Specialist I	7359
Lottery Retailer Services Specialist II	7360
Supervising Housing Construction and Rehabilitation Specialist	4077

**28. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**LICENSING PROGRAM SERIES SPECIFICATION**

The Department of Personnel Administration proposes to update the Education section of the Minimum Qualifications for the Licensing Program Series Specification, to reflect the proposed changes adopted on the March 8-9, 2005 Board Calendar.

**29. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**CHIEF OF COMMUNICATIONS**

The Department of Developmental Services proposes to allocate the above position to the CEA category. The Chief of Communications screens major program and policy changes and developments for public policy and/or media implications.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**EXECUTIVE OFFICER, POLICY & REGULATORY AFFAIRS,  
CALIFORNIA ENERGY RESOURCES SCHEDULING DIVISION**

The Department of Water Resources' proposal to allocate the above position to the CEA category has been disapproved effective February 14, 2006.

**CHIEF DEPUTY DIRECTOR, ENTERPRISE TECHNOLOGY BRANCH**

The Legislative Counsel Bureau's proposal to reallocate their existing CEA allocation has been approved effective January 25, 2006.

**DEPUTY DIRECTOR, ENTERPRISE ARCHITECTURE**

The Legislative Counsel Bureau's proposal to allocate the above position to the CEA category has been approved effective January 30, 2006.

**DEPUTY DIRECTOR, ENTERPRISE PROCESS CENTER**

The Legislative Counsel Bureau's proposal to allocate the above position to the CEA category has been disapproved effective January 25, 2006.

**30. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**31. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

**NONE PRESENTED**

**32. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**33. ADOPTION OF RESOLUTION IMPLEMENTING AB 124 (EQUAL EMPLOYMENT OPPORTUNITY) AS ONE OF THE BOARD'S HIGHEST PRIORITIES**

**34. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda - Page 17)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

## 24. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

**NONE**

### B. CASES PENDING

#### ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

#### (1) **RONALD FRANKLYN, CASE NO. 05-2105A**

Appeal from 20 working days suspension

**Classification:** Officer

**Department:** California Highway Patrol

Proposed decision rejected December 20, 2005

Pending transcript

Pending oral argument March 7-8, 2006, Sacramento

#### (2) **ERNEST PITMAN, CASE NO. 05-1591A**

Appeal from dismissal

**Classification:** Motor Vehicle Field Representative

**Department:** Department of Motor Vehicles

Proposed decision rejected December 6, 2005

Pending transcript

Pending oral argument March 7-8, 2006, Sacramento

#### (3) **RICHARD QUADRELLI, CASE NO. 05-1039A**

Appeal from dismissal

**Classification:** Caltrans Maintenance Supervisor

**Department:** Department of Transportation

Proposed decision rejected December 6, 2005

Pending transcript

Pending oral argument March 7-8, 2006, Sacramento

**C. CHIEF COUNSEL RESOLUTIONS**

**NONE**

**COURT REMANDS**

This case has been remanded to the Board by the court for further Board action.

**NONE**

**STIPULATIONS**

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) STEVEN BARRIOS, CASE NO. 05-3507 &  
JAVIER PEREDA, CASE NO. 05-3599**  
Appeal from dismissals  
**Classification:** Psychiatric Technician &  
Psychiatric Technician Assistant  
**Department:** Department of Developmental Services
- (2) CHRISTINA CLARK, CASE NO. 05-2718**  
Appeal from ten working day's suspension  
**Classification:** Psychiatric Technician  
**Department:** Department of Developmental Services
- (3) DAREN L. FLOYD, CASE NO. 04-3003**  
Appeal from dismissal  
**Classification:** Motor Vehicle Field Representative  
**Department:** Department of Motor Vehicles

- (4) **MARIA LOZANO, CASE NO. 05-1567**  
Appeal from demotion and reassignment  
**Classification:** Plant Quarantine Supervisor I  
**Department:** Department of Food and Agriculture
- (5) **RACHEL ROBLEDO, CASE NO. 05-4524**  
Appeal from 30 working days suspension  
**Classification:** Social Worker II  
**Department:** Department of Social and Employment Services,  
County of Monterey
- (6) **FRANKLIN TUCKER, CASE NO. 05-1586**  
Appeal from ten percent reduction in salary for 24 months  
**Classification:** Parole Agent I, Adult Parole  
**Department:** Department of Corrections and Rehabilitation
- (7) **ZHI-XUE XU, CASE NO. 05-1038**  
Appeal from 20 working days' suspension  
**Classification:** Information Technology Consultant (Expert)  
**Department:** San Jose State University, San Jose

**Proposed Decisions Taken Under Submission At Prior Meeting**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**

**PROPOSED DECISIONS AFTER BOARD REMAND**

**NONE**

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

**NONE**

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

March 8, 2006

- (1) **PRECILLA CALAUNAN, CASE NO. 05-1737RP**  
Appeal from dismissal  
**Classification:** Psychiatric Technician Assistant  
**Department:** Department of Developmental Services
- (2) **RAYMOND SELDGE, CASE NO. 04-2809P**  
Appeal from dismissal  
**Classification:** Youth Correctional Counselor  
**Department:** Department of the Youth Authority
- (3) **JAMES STEED, CASE NO. 05-0207P**  
Appeal from constructive medical suspension  
**Classification:** Facility Captain  
**Department:** Department of Corrections and Rehabilitation

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

**NONE**

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **ALEJANDRO GILL, CASE NO. 05-0054RA**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected January 6, 2006  
Pending transcript
- (2) **RICK OCHOA, CASE NO. 04-2373B**  
Appeal for determination of back salary, benefits and interest  
**Classification:** Youth Correctional Officer  
**Department:** Department of the Youth Authority  
  
Proposed decision rejected January 24, 2006  
Pending transcript



March 8, 2006

**(3) EDUARDO PEREZ, CASE NO. 05-0763A**

Appeal from five percent reduction in salary for six months

**Classification:** Parole Agent I (Adult Parole)

**Department:** Department of Corrections

Proposed decision rejected November 1, 2005

Pending transcript

Pending oral argument February 7-8, 2006, Los Angeles

Oral argument continued

**26. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

NONE

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

**(1) KARIM OLIMAN, CASE NO. 05-0277**

**Classification:** Correctional Officer

**Department:** California Department of Corrections and Rehabilitation

**Issue:** Suitability; furnished inaccurate and omitted pertinent information during selection process

**(2) DAMIEN SANTINI, CASE NO. 05-0283**

**Classification:** Correctional Officer

**Department:** California Department of Corrections and Rehabilitation

**Issue:** Provided inaccurate information

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS  
MINIMUM QUALIFICATIONS  
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**EXAMINATION APPEALS**

**NONE**

**MINIMUM QUALIFICATIONS**

**NONE**

**MERIT ISSUE COMPLAINTS**

**NONE**

**D. RULE 211 APPEALS  
RULE 212 OUT OF CLASS APPEALS  
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**NONE**

**E. REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

**NONE**

**PETITIONS FOR REHEARING CASES**

**NONE**

March 8, 2006

**SUBMITTED**

**1. TEACHER STATE HOSPITAL (SEVERELY), ETC.**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**3. TELEVISION SPECIALIST (SAFETY)**

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

**4. HEARING – Personal Services Contract #04-03**

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

**5. HEARING**

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



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(Cal. 03/8/06;)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

  
Sherry Hicks  
Director of Legislation

(Cal. 03/8/06)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

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**CHIEF, FOOD AND DRUG BRANCH**

202

The Department of Health Services proposes changes to the Minimum Qualifications for the classification Chief, Food and Drug Branch including: adding an additional promotional pattern; updating the class title in Pattern I; and adding standardized language to the specification.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD**

213

propose to abolish the following classifications which have been vacant for more than two years and have been designated Footnote 24, which specifies that a classification will be abolished when it becomes vacant.

## 201

The Department of Personnel Administration and State Personnel Board staff proposes that the following classes be abolished. All of the following classes have been vacant for more than twenty-four months. The user departments and appropriate union have been notified and are in agreement.

<b>Title</b>	<b>Class Code</b>
California Indian Housing Representative II	5774
California Indian Housing Representative I	5773
California Indian Housing Manager II	5858
California Indian Housing Manager I	5862
Chief Counsel Department of General Services C.E.A.	5933
Supervising Executive Residence Housekeeper, Department of General Services	2050
Folk Arts Specialist	5492
Financial Management Auditor III	4138
Financial Management Auditor II	4139
Lottery Retailer Services Specialist I	7359
Lottery Retailer Services Specialist II	7360
*Supervising Housing Construction and Rehabilitation Specialist	4077

\* Indicates classes which are part of a class series. Since only the classifications listed above will be abolished, the revised class specifications for each of these series noting the elimination of the abolished class are included in this board item.



**MEMORANDUM**

TO: Jennifer Roche  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814

FROM: Kathy Darling  
Staff Personnel Program Analyst  
Department of Personnel Administration  
Classification and Compensation Division

REVIEWED BY: Josie Fernandez  
Program Manager  
Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Non Hearing Item. Classification Changes for the Chief, Food and Drug Branch class, Department of Health Services.

**SUMMARY OF ISSUES:**

The Department of Health Services (DHS) requests to modify the minimum qualifications for the Chief, Food and Drug Branch (FDB) classification by adding an additional promotional pattern, updating the class title in Pattern I and adding standardized language to the specification to ensure uniformity with other peace officer classification specifications. The current specification reflects promotional patterns for classes that have been abolished. These changes will allow DHS to accurately reflect the appropriate feeder classes and test appropriately. If this change is not made, DHS will be unable to allow the primary promotional candidates into the examination for Chief, FDB.

**BACKGROUND:**

The Chief, FDB classification is a statewide manager of investigative/enforcement, and scientific staff that regulate California's food, drug, and medical device industries. In 2001, the classifications of Chief, Food and Drug Section and Chief, Food and Drug Unit were established primarily as a result of a reorganization to merge both the scientific and investigative responsibilities of the branch into one cohesive, responsive, and practical structure.

The previous organization of DHS's FDB consisted of two sections: the Food and Drug Field Operations Section and the Food and Drug Science Section. The Food and Drug Field Operations Section was composed mostly of Food and Drug Investigators who were responsible for conducting inspections, investigations, and enforcement in the field. The Food and Drug Science Section was staffed mostly with Food and Drug Scientists who were responsible for scientific inquiry and evaluation of the safety of products and the processes used to produce them. This organizational structure hindered responsiveness because there was no practical way to bring together essential scientist and investigator staff when needed. It frustrated staff of both

sections by creating confusion about the responsibilities expected of them and by preventing clear assignment of staff accountability. The organization also stifled investigator specialization for the scientific program areas that they would inspect and oversee.

As a result, the structure caused unnecessary delays in responding appropriately and effectively to public health problems.

To address this problem, FDB reorganized its structure by having scientists and investigators work together in specialized teams focused on particular types of products. As a result of the new organizational structure, FDB abolished the classifications of Chief, Food and Drug Field Operations Section and Chief, Food and Drug Science Section and established two new peace officer classifications entitled Chief, Food and Drug Unit and Chief, Food and Drug Section, effective April 6, 2001. The classifications were designed to meet current needs as well as FDB's future needs even if the sections or units change. Both classes are peace officer classes and positions of the classes are required to carry weapons. They supervise other peace officers in the FDB and are charged with enforcing the provisions of Health and Safety Code Section 216 in protection of California consumers.

#### RECOMMENDED CHANGE:

That the specification for Chief, FDB be changed to reflect the following changes:

- (1) Pattern I will delete the reference to Chief, Food and Drug Science Section and Chief, Food and Drug Operations Section and replace with Chief, Food and Drug Section.
- (2) Add a new Pattern II for Chief, Food and Drug Unit, which will require three years of experience.
- (3) Delete any reference to the (now abolished) Supervising Food and Drug Scientist classes (Foods, Drugs, and Medical Devices).
- (4) Delete the Senior Toxicologist classification from the current Pattern II.
- (5) Renumber the current Patterns IV, V, and VI.
- (6) Update standardized language for Special Personal Characteristics, Commission Requirements, and Peace Officer Standards Sections.

**JUSTIFICATION:**

The proposed changes to the Chief, FDB are necessary to delete references to now abolished classes and to include newly established classes. These changes will allow the appropriate promotional candidates to compete and be appointed to the Chief, FDB.

The Chief, FDB is a managerial class identified with Bargaining Unit 7, California Union of Safety Employees (CAUSE), which is a rank and file organization. CAUSE has no supervisory affiliate specific to the food and drug program. As such, there is no organization to notice and there is no right to meet and confer. Therefore, DPA has not noticed or provided a courtesy copy to any organization regarding this proposal.

Analyst Name: Kathy Darling  
Title: Staff Personnel Program Analyst

Enclosure: (Proposed Specification)

## B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) approved by DPA. Include headings (Background, Classification Considerations, etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal). Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

### BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Chief, Food and Drug Branch (FDB) classification is a statewide manager of investigative/enforcement, and scientific staff that regulate California's food, drug, and medical device industries. In 2001, the classifications of Chief, Food and Drug Section and Chief, Food and Drug Unit, were established primarily as a result of a reorganization to merge both the scientific and investigative responsibilities of the branch into one cohesive, responsive and practical structure.

Prior to the reorganization, FDB consisted of two separate sections, the Food and Drug Field Operations Section and the Food and Drug Science Section. Accordingly, each section used the civil service classifications for their chiefs, Chief, Food and Drug Science Section and Chief, Food and Drug Field Operations. The primary responsibilities of each classification was either 1) scientific inquiry and evaluation or 2) investigative and enforcement. Neither classification encompassed the statewide responsibility for all scientific, legal, investigative and enforcement activities required to manage a major program. Unit supervisors in the former Field Operations Section were typically Supervising Food and Drug Investigators while the unit supervisors in the Food and drug Science Sections were comprised of Supervising Food and Drug Scientists, or Staff Service Managers depending on the specific program area.

To effectively reorganize and manage the statewide responsibilities of the administrative, scientific and investigative/enforcement activities of the branch, two new civil service classifications were established: Chief, Food and Drug Section and Chief, Food and Drug Unit. This allowed both the section and unit supervisor classes to effectively supervise teams of experts consisting of the investigative/enforcement and the scientific program components. Both new classes would then become the new feeder classes in the upward mobility pattern for the Chief, Food and drug Branch classification.

The proposed specification addresses these changes along with "clean up" language that adds updated standardized language for Special Personal Characteristics, Commission Requirement and Peace Officer Standards sections to be in line with other Peace Officer classes.

**CLASSIFICATION CONSIDERATIONS:** Not applicable to this board item. Minimum qualifications and clean up language only.

2. What classification(s) does the subject class(es) report to?  
n/a.
3. Will the subject class(es) supervise? If so, what class(es)?  
n/a.
4. What are the specific duties of the subject class(es)?  
n/a.
5. What is the decision-making responsibility of the subject class(es)?

n/a.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

n/a.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

n/a.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

n/a.

#### NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

n/a.

#### MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

The current promotional patterns described in the minimum qualifications for Chief, Food and Drug Branch, must be changed as those classes no longer exist. For Pattern I, the Chief, Food and Drug Science Section and Chief, Food and Drug Field Operations Section no longer exist and the duties/responsibilities of both classes have been reallocated to the new chief, Food and Drug Section. The minimum qualifications should be revised to reflect the new classification. The years of experience (2 years) will remain the same.

The Chief, Food and Drug Unit is a new supervisory classification established to provide appropriate supervision to a subprogram with the FDB. Thus, this is a new feeder class for movement to the Chief, Food and Drug Branch classification. As consistent with its lower placement within the organization and that it reports to the Chief, Food and Drug Section classification, it is appropriate that the minimum qualifications be extended beyond those required of the Chief, Food and Drug Section to compete for the Chief, Food and Drug Branch classification. Therefore, DHS is proposing a new Pattern II for the Chief, Food and Drug Unit that would require three years of experience.

The differing number of years of experience required for the Chief, Food and Drug Section and Chief, Food and Drug Unit, reflect their placement in the organizational structure. The Chief, Food and Drug Unit requires three years of experience (instead of two years like the Chief, Food and Drug Section) as this class is at a lower level and should require more years of experience in which to be competitive. These listed patterns and corresponding years of experience for the feeder classes for the Chief, Food and Drug Branch are consistent with the number of years required in the established minimum qualifications for the Chief, Food and Drug Section and Chief, Food and Drug Unit.

The Supervising Food and Drug Scientist classes (Food, Drugs and Medical Devices) were abolished on July 31, 2002. Therefore, those classes, currently listed in the current specification for Chief, Food and Drug Branch in Pattern II, should be deleted. Additionally, the Senior Toxicologist classification will be deleted as it does not exist within the Food and Drug Branch as stated. The current Patterns IV, V, and VI will only be renumbered with no proposed changes identified.

## PROBATIONARY PERIOD

☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?  
Not applicable to this Board item.

## STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents?

There is no negative impact on current incumbents as the former classes have been abolished. By updating the minimum qualifications of the Chief, Food and Drug Branch to reflect the current classifications established for the Food and Drug program, the program will be able to establish appropriate upward mobility by being able to examine and promote current incumbents in the program.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Not applicable to this proposal. The Chief, Food and Drug Branch position has been vacant since August 2005. The candidate pool for the promotional examination would be severely impeded if the two primary and “core” upward mobility candidate groups within the food and drug programs were unable to compete due to outdated minimum qualifications.

## CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

See attached page.

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# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: VW40  
 Class Code: 9030  
 Established: 7/9/31  
 Revised: 7/25/89  
 Title Changed: 5/21/85

### CHIEF, FOOD AND DRUG BRANCH

#### DEFINITION

Under administrative direction in the ~~Environmental Health Division~~ Division of Food, Drug, and Radiation Safety of the Department of Health Services, is responsible for planning, organizing, and directing the work of the Food and Drug Branch; and ~~to do~~ does other related work.

#### TYPICAL TASKS

Plans, organizes, coordinates, and directs the statewide work of the staff of the Food and Drug Branch engaged in education, consultation, sanitation inspection, investigation, and in the enforcement and administration of State laws and regulations relating to foods and drugs, medical devices, cosmetics, hazardous substances, product safety, health fraud, and food canning; directs the complex scientific and technical evaluations and monitoring of Investigational New Drug or Device (IND) studies for approval or denial of human clinical trials; directs the evaluation of New Drug or Device Applications (NDA) which requires critical review of all scientific data and coordination with the Department's laboratories to reach sound conclusions about the safety and efficacy of the product; directs the scientific study of the processed food supply in California as mandated by the Legislature in the determination of the safety of the contaminant levels contained in imported and domestic products; selects and trains personnel and evaluates staff performance; takes or recommends appropriate action; develops and applies administrative policies and procedures; administers the budget and program augmentations; advises the departmental directorate on the regulatory mandates of the Food and Drug Program and prepares recommendations on the safety of the products evaluated and the levels of contamination or adulteration and the likely exposure and risk to consumer health; advises the Cannery Board on licensing and regulations; advises the Cancer Advisory Council on health fraud; maintains liaison and consults with food, drug, medical devices, cosmetic, and hazardous substance manufacturers, canners, and others in connection with the State laws, rules, and regulations with which they must comply in the manufacturing, processing, canning, and labeling of their products; receives peace officer training consistent with function and POST certification requirements; conducts or supervises the conduct of hearings on alleged violations; directs and coordinates the Branch's activities in the preparation of cases and in the prosecution of violators; coordinates the Branch's scientific and law enforcement work with that of Federal, State, and local law enforcement agencies; coordinates with the Food and Drug Laboratory in the planning and development of policies and control measures necessary to protect the public from mislabeling, adulteration, and misrepresentation; prepares recommendations to the departmental directorate on the issuance of annual licenses to manufacturers of foods, drugs, and medical devices and the establishment of needed legislation and regulations; prepares articles for publication and addresses interested groups; directs public



informational and educational projects and the preparation and issuance of reports; and prepares correspondence and reports.

### MINIMUM QUALIFICATIONS

#### Either I

Two years of experience performing the duties of equivalent to Chief, Food and Drug Science Section, ~~or Chief, Food and Drug Field Operations Section~~, in the California State service ~~in the~~ Department of Health Services.

#### Or II

Three years of experience performing the duties equivalent to Chief, Food and Drug Unit, in the Food and Drug Branch of the California State Department of Health Services.

#### Or III

Four years of experience performing the duties equivalent to Food and Drug Regional Administrator; ~~Supervising Food and Drug Scientist, or Food and Drug Program Specialist, or Senior Toxicologist~~ in the Food and Drug Branch of the California State Department of Health Services.

#### Or IV

Five years of experience in the California state service performing the duties of a Supervising Food and Drug Investigator.

#### Or V

Experience: Extensive administrative experience (more than five years) in food or drug regulatory work. (Administrative or supervisory experience in food and drug laboratory work or graduate training in chemistry, biology, or related fields may be substituted for a maximum of two years of the required regulatory experience on a year-for-year basis.) and

Education: Equivalent to graduation from college with at least 30 semester hours of courses in bacteriology, biology, chemistry, food technology, pharmacology, environmental health, engineering, or other biological or chemical sciences. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)

#### Or VI

Experience: Broad and extensive (more than five years) experience in either one or a combination of the following:

1. Administrative responsibility for planning and directing research activities in Food Technology, Pharmacology, Biomedical Engineering, Toxicology, or other fields related to technology in Food and Drug control work. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation.
2. Postdoctoral experience in teaching and research with academic appointment. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation.

#### and

Education: Possession of a Doctoral Degree in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or other closely related fields.

### KNOWLEDGE AND ABILITIES

Knowledge of: State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety, and manufacture, distribution, and sale of foods, drugs, medical devices, cosmetics, and hazardous substances; methods commonly used in the manufacture, preparation, compounding, packaging, and selling of products subject to State and Federal laws and regulations; sanitation of foods,

drugs, and related manufacturing plants; principles of the sterilization of food products, biologics, and parenteral solutions; standards established for food, drug, and related products, medical devices, cosmetics, hazardous substances, and product safety; scientific research methodology and protocols; rules of evidence and investigative and enforcement procedures and techniques; principles, practices, and trends of administrative organization, program budgeting, and public administration; business management, principles of personnel management, training, and supervision; public health administrative policies and procedures; program development and evaluation; epidemiology; pharmaceutical chemistry; bacteriology; food technology; and vector control; technical changes and advances in regulated industries; laboratory and field testing procedures; purposes and organization of the Department of Health Services, the Legislature, and the Executive Branch; civil and case laws related to food and drug regulatory work; policies of related enforcement agencies; legislative processes; adulterants used in the food and drug industries; food chemistry; biochemical analysis; vitamin assays and engineering principles; ~~Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.~~

Ability to: Evaluate and interpret food, drug, and medical device analyses and scientific research studies; plan, organize, direct, and coordinate the work of multidisciplinary professional, scientific, administrative, and investigative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of program, scientific, and administrative matters; analyze complex problems and recommend effective courses of action; develop cooperative working relationships with representatives of all levels of government, the public, the Legislature, and Executive Branch; interpret and apply State laws, rules, and regulations; evaluate programs as to their effectiveness; develop and implement programs, administrative policies, and procedures; establish and maintain cooperative relations with agencies and individuals contacted in the course of the work; train personnel in the various phases of inspection, investigation, and scientific work; communicate effectively; conduct hearings; analyze situations accurately and take effective action; prepare clear and comprehensive reports; ~~effectively contribute to the Department's affirmative action objectives~~ effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and physically perform the duties of the class.

### SPECIAL PERSONAL CHARACTERISTICS

~~United States citizenship;~~ Requires a minimum age of 18 years for appointment; good moral character as determined by a thorough background investigation which includes fingerprinting; possession of a valid ~~California driver's~~ driver license; aptitude for investigative and law enforcement work; ~~normal~~ color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; ~~and~~ ability to hear within the speech range with or without an aid; ~~demonstrated administrative ability, willingness to travel throughout the State, willingness to work overtime on short notice and ability to work on weekends or at any other time during emergency situations and tact~~ tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities; and a willingness to travel.

### FELONY DISQUALIFICATION

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

### COMMISSION REQUIREMENTS

Eligibility for the United States Food and Drug Administration (FDA) Commission to receive and review FDA documents (all articles) as required for appointment to the position.

### PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Health Services background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Drug Testing Requirement: Applicants for positions in the California Department of Health Services are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

HOUSING CONSTRUCTION AND REHABILITATION  
Series Specification  
(Established October 7, 1983)

### SCOPE

~~This series specification describes two classes in the Department of Housing and Community Development performing housing construction and rehabilitation duties.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
IN20	4073	Housing Construction and Rehabilitation Specialist
<del>IN25</del>	<del>4077</del>	<del>Supervising Housing Construction and Rehabilitation Specialist</del>

### DEFINITION OF SERIES

~~The Housing Construction and Rehabilitation Specialist series is used in the Department of Housing and Community Development to monitor and make onsite inspections of newly constructed residences and structures in need of rehabilitation; and does other related work. Incumbents identify Health and Safety Code violations and causes of structural deterioration; recommend construction procedures and prescribe corrective measures using housing rehabilitation techniques; prepare work write-ups, specifications, and construction cost estimates, including structural, mechanical, electrical, and plumbing labor and materials; prepare construction plans; determine cost guidelines of project; provide recommendations on designing minimum property standards and applicable codes; monitor contractor's performance; review final work plans for completeness and conformity to the bid and contract specifications; conduct required housing construction surveys, structural analyses, and prepare reports; coordinate with government agencies, contractors, nonprofit sponsors, community groups with regard to various requirements, codes, and regulations and construction problems; and assist in the training of municipal and local public agency staff.~~

### ENTRY LEVEL

~~Entry into this series is typically in the class of Housing Construction and Rehabilitation Specialist.~~

FACTORS AFFECTING POSITION ALLOCATION

~~The degree and extent of supervision exercised and received; variety and complexity of the construction project; independence of action, and decision making authority.~~

DEFINITION OF LEVELSTYPICAL TASKSHOUSING CONSTRUCTION AND REHABILITATION SPECIALIST

~~This is the journey level in the series. Incumbents identify Health and Safety Code violations and causes of structural deterioration; recommend construction procedures and prescribe corrective measures using housing rehabilitation techniques; prepare work write-ups, specifications, and construction cost estimates, including structural, mechanical, electrical, and plumbing labor and materials; prepare construction plans; determine cost guidelines of project; provide recommendations on designing minimum property standards and applicable codes; monitor contractor's performance; review final work plans for completeness and conformity to the bid and contract specifications; conduct required housing construction surveys, structural analyses, and prepare reports; coordinate with government agencies, contractors, nonprofit sponsors, community groups with regard to various requirements, codes, and regulations and construction problems; and assist in the training of municipal and local public agency staff; perform difficult and responsible work involving the inspection of new construction and housing rehabilitation projects, including inspections of multiple attached or detached housing projects or multiple story projects; write contract work specifications, and prepare cost estimates on single unit dwellings; and monitor contractor's progress.~~

SUPERVISING HOUSING AND CONSTRUCTION REHABILITATION SPECIALIST

~~This is the working supervisory level in the series. Incumbents supervise and coordinate the work of journey level specialists performing inspections of new construction and housing rehabilitation projects; inspect and approve the more difficult and complex projects; coordinate the construction of attached or detached multiple housing projects or multiple story projects; prepare the more difficult contract write-ups, cost estimates, work specifications and structural analyses; monitor and approve the work of contractors.~~

MINIMUM QUALIFICATIONSALL LEVELS:HOUSING CONSTRUCTION AND REHABILITATION SPECIALIST

Educational Requirements: Equivalent to graduation from college with a major in architecture or construction technology. (Additional journey level experience beyond that required below may be substituted for the required education on a year-for-year basis.)

and

Experience: Three years of experience performing new housing construction, restoration or rehabilitation work in one or a combination of the following: as an architect; contractor with a Class B license; building inspector; rehabilitation specialist in an urban renewal program or community development organization; a construction supervisor/foreman; or as a teacher of construction technology in an accredited institution.

Acceptable experience must include one or a combination of the following: preparing contract write-ups, work specifications and/or cost estimates; or conducting code inspections; or performing technical job supervision.

~~SUPERVISING HOUSING CONSTRUCTION AND REHABILITATION SPECIALIST~~~~Either I~~

~~Experience: One year in the California state service performing new housing construction, restoration or rehabilitation work, that shall have included either preparing contract write-ups, written work specifications, and/or cost estimates; or conducting code inspections; or performing technical job supervision, in a class equivalent in level of responsibility to a Housing Construction and Rehabilitation Specialist.~~

~~Or II~~

~~Four years of experience performing new housing construction, restoration, or rehabilitation work, in one or a combination of the following: as an architect; contractor with a Class B license; a building inspector; rehabilitation specialist in an urban renewal program or community development organization; a construction supervisor/foreman; or as a teacher of construction technology in an accredited institution.~~

~~Acceptable experience must include one or a combination of the following: preparing contract write-ups, work specifications, and/or cost estimates; or conducting code inspections; or performing technical job supervision. (Experience in the California state service applied toward this requirement must include at least one year in a class equivalent in level of responsibility to that of a Housing Construction and Rehabilitation Specialist.)~~

KNOWLEDGE AND ABILITIES

## HOUSING CONSTRUCTION AND REHABILITATION SPECIALIST

Knowledge of: Architectural drafting and detailing; Federal, State and local housing laws; building codes; zoning laws; housing site selection procedures; construction methods for residential housing units; laws pertaining to street and utility improvement; building materials; construction and housing industry practices; research principles and techniques; housing weatherization techniques; and technical aspect of contract monitoring.

Ability to: Work independently; inspect either new construction, move-on housing or rehabilitation construction; evaluate statewide housing market analyzes and its effect on the stimulation of housing construction; develop innovative approaches for solving new construction and rehabilitation problems; prepare contract write-ups, cost estimates, structural analyses, comprehensive reports, and work specifications; train municipal and local public agency staff in inspection and related work; and maintain a cooperative relationship with those contacted in the course of work.

~~SUPERVISING HOUSING CONSTRUCTION AND REHABILITATION SPECIALIST~~

~~Knowledge of: All of the above, and principles and practices of personnel management and supervision; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above, and plan, organize, coordinate and supervise a subordinate staff; review and approve new construction or rehabilitation housing proposals; implement construction quality control methods, and approve completed construction projects; effectively contribute to the Department's affirmative action objectives.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Housing Construction and Rehabilitation Specialist	7/24/78	10/4/83	10/4/83
<del>Supervising Housing Construction and Rehabilitation Specialist</del>	<del>10/4/83</del>		

(Cal. 03/8/06)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Staff Calendar Items for Board Information

Page**LICENSING PROGRAM SERIES SPECIFICATION**

501

The Department of Personnel Administration proposes to update the Education section of the Minimum Qualifications for the Licensing Program Series Specification, to reflect the proposed changes adopted on the March 8-9, 2005 Board Calendar.



**DEPARTMENT OF SOCIAL SERVICES**

DATE: January 27, 2006

TO: Jennifer Roche  
Merit Employment & Technical Resources Division  
State Personnel Board

FROM: PHYLLIS BONILLA  
Staff Personnel Program Analyst  
Classification and Compensation Division  
Department of Personnel Administration

SUBJECT: Staff Calendar Item to Correct the Licensing Program Series Specification  
adopted on March 8 - 9, 2005.

**SUMMARY OF ISSUES:**

This Staff Calendar Item is submitted to correct the Minimum Qualifications (MQs) of the Licensing Program Series Specification adopted at the March 8 - 9, 2005 Board meeting and effective April 1, 2005.

Upon reviewing the recently adopted series specification, it was discovered the revisions to the MQs for the Licensing Program Manager (LPM) I and II classifications did not include the proposed changes to expand the educational fields as described within the Classification Considerations (please see pages "211" and "212" of the attached). Also, it was found the revised specification references the class of Licensing Program Supervisor (LPS), which no longer exists. The LPS class was retitled to LPM I in the item adopted at the March 8 - 9, 2005 meeting.

**BACKGROUND:**

On behalf of the California Department of Social Services (CDSS), DPA submitted a board item to revise the Licensing Program Series Specification. The class series is used within CDSS' Community Care Licensing Division. In part, the item expanded the MQs for the new LPM I and II classes to include the educational fields of Early Childhood Education, Child Development, and Gerontology. The inclusion of these educational fields expands the promotional path while continuing to focus on the primary mission of the program.

Page Two

Staff Calendar Item - Licensing Program Series Specification

February 21, 2006 Board Meeting

The MQ changes were clearly addressed within the Classification Considerations submitted with the original board item (attached). Unfortunately, the draft specification included in the board item package did not include the revised MQ language. This error was an oversight and has caused a delay in CDSS' ability to administer the LPM examinations; CDSS has a critical need to fill positions.

**RECOMMENDED CHANGE:**

DPA and CDSS request the adoption of the attached, revised Licensing Program Series Specification through the Staff Calendar Item process effective February 21, 2006. (Please note very minor grammatical corrections are also proposed.)

**JUSTIFICATION:**

Attached is the original board item package which documents the proposed revised LPM I and II MQ language was addressed and included at that time.

The CDSS is the only user of the Licensing Program classifications and the proposed revisions to the LPM I and II MQs do not negatively impact any current incumbents. The LPM I and II classifications are excluded from collective bargaining, and the exclusive excluded representatives have been provided a courtesy notice of the proposal (copies attached).

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**APPROVAL**

**(Below To Be Completed by SPB Staff)**

**SPB Staff Signature:** *Karen Coffey*  
**Title:** *Chief, Mgmt Employment and Technical Resources*  
**Effective Date:** *2/8/06*

(SPB Staff: Send Original Approved Staff Item to DPA Pay Letter Coordinator, Susan Salata.)

**CALIFORNIA STATE PERSONNEL BOARD****SPECIFICATION**

LICENSING PROGRAM  
Series Specification  
(Established July 6, 1983)

SCOPE

This series specification describes four classes used exclusively within the Community Care Licensing Division of the California Department of Social Services. These classes are used for positions that perform, supervise, or manage the licensing and evaluation of community care facilities. Incumbents in this series are responsible for ensuring that licensed facilities providing care and supervision meet established standards for the health and safety of those individuals served.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
WL46	8223	Licensing Program Analyst
WL42	8222	Licensing Program Manager I
WL40	8224	Licensing Program Manager II
WL38	8220	Licensing Program Manager III

DEFINITION OF SERIES

Incumbents in this series are responsible for the enforcement of statutes and regulations under: the Community Care Facilities Act and Foster Care Reform Protections for residential facilities serving children and adults; the Child Day Care Act and the California Children and Families Act for day care centers and family day care homes serving children; and the Residential Care Facilities for the Elderly Act for residential facilities serving persons 60 years of age or older.

The Licensing Program series describes classes used to perform, supervise, or manage the work associated with the licensing and evaluation of community care facilities. This includes the following: review, analyze, and evaluate fiscal, administrative, and program components of applications for licensure; recommend approval or denial of licenses; make on-site visits to monitor and evaluate licensed facilities for regulatory compliance; investigate complaints, gather evidence, and document findings; recommend legal/administrative actions to be taken against facilities found to be in noncompliance; provide ongoing technical assistance to licensees, local governmental agencies, private and public organizations, and other State agencies; coordinate with all appropriate local agencies and officials to monitor the functioning of community care facilities and ensure compliance with all applicable statutes and regulations. Other responsibilities may include: training of other professional staff

and consultation with divisional and departmental staff to analyze and recommend changes in policy, procedures, and regulations affecting community care licensing.

#### FACTORS AFFECTING POSITION ALLOCATION

Factors affecting position allocation include supervisory and management responsibility, scope, frequency, and consequence of decisions made; degree of program and policy involvement; complexity and sensitivity of work; and independence of action.

#### DEFINITION OF LEVELS

##### LICENSING PROGRAM ANALYST

This is the entry, training, and full journey level of the series. Under supervision, incumbents may perform the more routine technical work associated with the licensing and evaluation of community care facilities; respond to complaints, appeals, and inquiries; and conduct investigations. Incumbents may be required to independently conduct the more complex and sensitive evaluations and investigations; may be responsible for implementing and coordinating orientation and training for license applicants, members of organized associations, or other staff; may serve as members of task forces or study teams to analyze divisional organization policies and intra-divisional administrative problems; and may act in a lead capacity over a small group of Licensing Program Analysts.

##### LICENSING PROGRAM MANAGER I

This is the first supervisory level in the series. Under direction, incumbents supervise a group of Licensing Program Analysts in a regional office; ~~reviews~~ review staff work to ensure uniformity and conformity with policies and procedures; ~~holds~~ hold informal conferences with facility operators; ~~conducts~~ conduct quality assurance reviews of Licensing Program Analysts' work; ~~provides~~ provide consultation and direction to staff; and may occasionally be assigned to lead and/or initiate special projects or task forces related to changes in organization, regulations, policy, or procedures.

##### LICENSING PROGRAM MANAGER II

This is the second and full supervisor level in the series. Under general direction, incumbents plan, organize, and supervise the activities of a Community Care Licensing Program regional office. Incumbents are responsible for the evaluation, licensing, and enforcement of licensing regulations for community care facilities;

~~develops~~ develop and ~~recommends~~ recommend policies and procedures designed to facilitate the effective operation of the State Community Care Licensing Program. As a Regional Manager, incumbents interface with interagency groups, provider organizations, elected officials, and the public.

#### LICENSING PROGRAM MANAGER III

This is the full management level in the series. Incumbents act as an Assistant Program Administrator and are responsible for the licensing and monitoring activities of the Program. Incumbent plans, organizes, and directs the activities of the Community Care Licensing Program within their assigned geographic area; provides operational direction to the regional offices and program office staff; ensures uniform enforcement of regulations using statewide procedures and standards; reviews and recommends appropriate administrative actions against violators; and coordinates activities with county welfare departments, local planning councils, and local educational offices falling within their geographic jurisdiction.

#### MINIMUM QUALIFICATIONS

##### LICENSING PROGRAM ANALYST

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess a license will be admitted to the examination but must secure the license prior to appointment.

and

##### Either I

Education: Equivalent to graduation from college with any major, but preferably with specialization in public or business administration, accounting, economics, political or social science, or law.

(Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience in the California state service may be substituted for the required education on a year-for-year basis by applicants who have at least six semester hours of college level training in public or business administration, accounting, economics, political science, statistics, or law.)

##### Or II

Experience: Six months of experience in the California state service performing the duties of a Personnel Technician I, Range B; Budget Technician I, Range B; Management Services Technician, Range B; or Occupational Technician (General), Range B.

##### Or III

Experience: One year of experience in the California state service performing the duties of a class at a level of responsibility equivalent to a Program Technician II, Office Services Supervisor I, or Office Technician. and

Education: Twelve semester or 18 quarter units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law, or a closely related area.

#### LICENSING PROGRAM MANAGER I

##### Either I

Experience: One year of experience in the California state service performing the duties of a Licensing Program Analyst, Range D.

##### Or II

Experience: Two years of increasingly responsible professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities. and

Education: Possession of an advanced two-year degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling, Early Childhood Education, Child Development, Gerontology, or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience to meet the educational requirement.)

##### Or III

Experience: Four years of increasingly responsible professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities. and

Education: Equivalent to graduation from college.

#### LICENSING PROGRAM MANAGER II

##### Either I

Experience: One year of experience in the California state service performing the duties of a Licensing Program Supervisor Manager I.

##### Or II

Experience: Three years of increasingly responsible experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities (one year of which must have been in a supervisory capacity). and

Education: Possession of an advanced two-year degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling, Early Childhood Education, Child Development, Gerontology, or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience, to meet the educational requirement.)

Or III

Experience: Five years of increasingly responsible professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities (one year of which must have been in a supervisory capacity). and

Education: Equivalent to graduation from college.

## LICENSING PROGRAM MANAGER III

Either I

Experience: One year of experience in the California state service performing the duties of a Licensing Program Manager II.

Or II

Experience: Four years of increasingly responsible experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities (two years must have been in a supervisory capacity). and

Education: Possession of an advanced two-year degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling, Early Childhood Education, Child Development, Gerontology, or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience, to meet the educational requirement.)

Or III

Experience: Broad and extensive (more than five years) of increasingly responsible professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities (three years of which must have been in a supervisory capacity). and

Education: Equivalent to graduation from college.

KNOWLEDGE AND ABILITIES

## LICENSING PROGRAM ANALYST

Knowledge of: Evaluation techniques; data collection methods; and analytical procedures and methods.

Ability to: Interpret, apply, and enforce laws, regulations, policies, and procedures relating to the licensing of community care facilities; gather and analyze data; reason logically, identify resolutions, draw valid conclusions, make appropriate recommendations, and verbally defend a position; comprehend written material; communicate effectively; follow instructions; gain and maintain the

confidence and cooperation of those contacted during the course of work; document accurate and legally enforceable plans and reports; take effective and immediate action; accept increasing responsibility; and use community resources.

#### LICENSING PROGRAM MANAGER I

Knowledge of: Principles, practices, and techniques used in the administration of the Community Care Licensing Program; organization and operation of Community Care Facilities; out-of-home care for adults and children including day and residential care programs for well children, the elderly, and persons with disabilities; community resources and social organizations; provisions of the Health and Safety Code, the Social Security Act, and other State/Federal rules, regulations, and laws related to out-of-home care programs; scope and activities of public and private social service agencies; principles and practices of supervision and personnel relations; group and individual training methods; the Department's Affirmative Action Program objectives; and a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize, and direct the work of others; analyze problems arising out of the operation of the Community Care Licensing Program; secure accurate data and record and report such data systematically; develop and evaluate alternatives; reach practical and logical conclusions and put into practice effective changes; utilize community resources; interpret provisions of the Health and Safety Code, Social Security Act, and other State/Federal rules, regulations, and laws pertaining to out-of-home care programs; participate effectively in conferences and interviews; establish and maintain effective working relationships; communicate effectively; produce clear, accurate, and concise reports; analyze situations accurately and take effective action; utilize and apply effectively required technical knowledge; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit reports; establish and maintain priorities; develop and effectively utilize all available resources; work effectively under pressure dealing with sensitive issues; effectively train personnel; provide consultation to the staff, license applicants, and licensees; and effectively contribute to promoting equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### LICENSING PROGRAM MANAGER II LICENSING PROGRAM MANAGER III

Knowledge of: Principles and techniques of management, effective supervision, and staff development; principles, practices, and techniques used in the administration of the Community Care Licensing Program; organization and operation of Community Care Facilities;



laws, regulations, and policies pertaining to the Community Care Licensing Program and out-of-home care programs; objectives, methods, and organization of local social services; and a manager's responsibility for promoting equal opportunity in hiring, employee development, and promotion, and for maintaining a work environment that is free of discrimination or harassment.

Ability to: Plan, organize, and direct a Community Care Licensing organizational unit responsible for regulatory administration; reason logically and creatively and utilize analytical techniques to resolve complex program and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit reports; establish and maintain priorities; develop and effectively utilize all available resources; work effectively under pressure dealing with sensitive issues; and effectively contribute to promoting equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### ADDITIONAL DESIRABLE QUALIFICATIONS

##### ALL LEVELS:

Demonstrated ability to act independently with open-mindedness, flexibility, and tact; willingness to travel to various facilities; and the ability to act effectively under pressure.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Licensing Program Analyst	7/6/83	4/1/05	10/21/93
Licensing Program Manager I	7/6/83	4/1/05	4/1/05
Licensing Program Manager II	7/6/83	4/1/05	4/1/05
Licensing Program Manager III	4/1/05	--	--